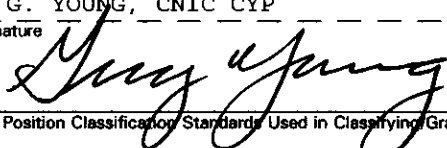
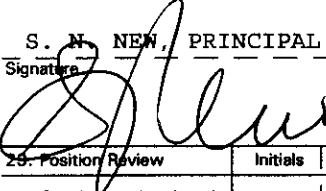


POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) DOD Combined Child & Youth Programs (30)					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.						
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code								
14. Agency Use NAF POS																	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management		ED TECH (CYP ASST DIRECTOR)				NF		1702		3		SN		10-1-08			
b. Department, Agency or Establishment																	
c. Second Level Review																	
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office		CYP ASSISTANT DIRECTOR				NF		1702		3							
16. Organizational Title of Position (if different from official title) CYP ASSISTANT DIRECTOR						17. Name of Employee (if vacant, specify)											
18. Department, Agency, or Establishment DEPARTMENT OF NAVY						c. Third Subdivision											
a. First Subdivision Commander Navy Installations Command						d. Fourth Subdivision											
b. Second Subdivision						e. Fifth Subdivision											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)											
Signature _____ Date _____						G. YOUNG, CNIC CYP Signature  Date 10/9/08											
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position											
Typed Name and Title of Official Taking Action S. N. NEW, PRINCIPAL CLASSIFIER Signature  Date 10-1-08						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.											
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks																	
IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20a TO VERIFY ACCURACY WHEN PD IS USED																	
25. Description of Major Duties and Responsibilities (See Attached)																	

Child and Youth Program (CYP) Assistant Director **GS-1702-07 or NF-1702-3**

Introduction

The purpose of the Child and Youth Program (CYP) Assistant Director position is to assist the CYP director of the Child Development Center (CDC Director) or the School Age Care (SAC) program (Youth Director) to administer a developmentally appropriate CDC or SAC program.

A CYP Assistant Director is assigned to a CDC and to a SAC program when over 100 children are enrolled. The incumbent is expected to work with the CDC or Youth Director with minimum supervision toward the overall objectives of administering the CDC or the SAC program. Work is subject to review for adequacy of program accomplishments, effectiveness, and compatibility with other work, and compliance with requirements.

Major Duties and Responsibilities

The duties and responsibilities of the CYP Assistant Director can be grouped into categories, including program management, budgeting and financial management, personnel management, program operations, interactions and relationships, and compliance. These tasks are summarized below.

Program Management

- Assist with the development and supervision of a developmentally appropriate SAC and/or CDC program that promotes the social, emotional, physical and cognitive growth of children and youth in the age categories served.
- Assists in providing program oversight and accountability for the performance of employees and the safety of children in accordance with Department of Defense (DoD), Department of Navy (DoN), and local policies and standards.
- Assists in interpreting and applying child and youth development philosophy/principles and DoN policies based on patron needs and program evaluation and assessment.
- Assists in the development, implementation and analysis of surveys and needs assessments of staff and patrons to ensure appropriate programming and hours of operation.
- Assists in the collection and maintenance of up-to-date statistical data for planning and reporting purposes in accordance with higher headquarters and statutory requirements and for the purpose of maximizing spaces and ensuring that resources accommodate the needs of command personnel. Data may include hours of operation, transportation to schools attended by eligible patrons, and programming needs of the military community.
- Performs the full scope of supervision for three or more CYP leads and assistants.

Budgeting and Financial Management

- Assists in overseeing the collection, accurate accounting and reporting of funds received from patrons.
- Ensures compliance with all regulations governing the use of appropriated and non-appropriated funds.
- Adheres to authorized methods of acquisition.

Personnel Management

- Assists with the proper and timely initiation and implementation of personnel actions and supports the CYP Director in order to assure quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers.
- Supports and carries out all established EEO objectives and policies in matters of personnel management and communicates support of these policies.
- Responsible for the development of a staffing schedule in accordance with established ratios and group sizes and submits it to supervisor for approval.
- Assists in establishing local performance standards for employees and volunteers using established standards and requirements and assists CYP Director with employee performance evaluations by providing input.
- Assists with the resolution of complaints related to personnel and makes recommendations to the Director for corrective action as necessary.
- Works collaboratively with CYP Training Specialist(s) to identify training needs of employees, provide or make provisions for training to accomplish those needs, and assess application of training.
- Assists with ensuring that training is competency-based and tied to career progression. Encourages and facilitates the pursuit of continuing higher education, including the Child Development Associate (CDA) credential, Military School-Age (MSA) credential or college-level classes.

Program Operations

- Gives input into the development of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. Assists with implementation of these SOPs.
- Assists with establishing and implementing a combined Parent Involvement Board (PIB) that includes parents and representatives from the CDC, Child Development Home (CDH), SAC, and Youth Program (as applicable to each installation).
- Gives input into the development of CYP employee and parent handbooks and assists with the distribution of these handbooks.
- Assists in ensuring that the person responsible for maintaining the Central Waiting List (CWL) is aware of vacancies within the program in order to ensure maximum utilization of spaces.

Interactions and Relationships

- Assists in establishing a program environment that sustains participant interest and promotes positive interactions with other children, youth and adults. Models appropriate behaviors and techniques for working with children and youth when working with CY Program Assistants and Leaders.
- Interacts professionally with employees, parents, volunteers and local installation command personnel.
- Participates actively and positively in managing and resolving issues with parents, volunteers, and/or employees.

Compliance

- Assists with implementation and support of policies and procedures to ensure compliance with health, fire, safety, facility, and program regulatory guidance and standards.
- Assists in ensuring compliance with law, policies, and regulations applicable to DoD CY programs.
- Assists in obtaining and retaining DoD certification and accreditation.
- Assists with the development and provision of programs related to the core program areas outlined in the OPNAV and required by the DoN such as Boys and Girls Club of America (BGCA) or 4H required programs.
- Assists in ensuring compliance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP).

Additional Responsibilities

- In the absence of the Director, incumbent may assume responsibilities and perform duties and requirements of the position under supervision of CYP Director with Oversight.
- If the CYP has less than 10 CD Homes the CYP Assistant Director may also assume the duties of the CDH Director.
- Completes all DoN training requirements.
- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Performs other duties as assigned.

Classification Factors

Factor 1. Knowledge, Skills and Abilities Required by the Position

- An incumbent must have one of the following:
 - Child Development Associate (CDA), Military School-Age Credential (MSA) or equivalent AND 3 years of experience in the child and/or youth profession.
 - OR
 - A 2-year degree in Youth Development, Child Development or a related field, which can include Recreation, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Early Childhood Education, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate AND 2 year of full-time experience working with children and/or youth.
 - OR
 - A four-year degree or higher in these areas AND 1 year of full-time experience working with children and/or youth. .
 - A minimum of a 2-year degree is preferred.
- Knowledge of developmentally appropriate programs designed to meet the physical, emotional, social, and cognitive needs of children and youth from 6 weeks to 18 years of age.
- Knowledge of child and youth development principles, practices, and techniques.
- Experience working with military families and an understanding of military lifestyles is preferred.
- Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.

- Demonstrates organizational skills necessary for program operations and employee scheduling.
- Possess maturity and judgment and be capable of handling emergency situations common to child and youth programs.
- Skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Ability to maintain records and reports.
- Ability to safeguard and account for monies and equipment.
- Possess a driver's license.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete background checks IAW PL 101-647 to include a National Agency Check with Written Inquiries (NACI).

Factor 2. Supervisory Controls

Works under the general supervision of the CDC or Youth Director who defines the overall objectives and program goals. Incumbent is expected to operate independently with minimum supervision. Consults with the CYP Director to obtain assistance with problems of an unusual nature or issues that require major policy decisions. Work is reviewed in terms of results, satisfaction and adherence to established standards and procedures.

Factor 3. Guidelines

Operational guidelines include, but are not limited to, DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; Military Child Care Act (MCCA); NAVMED P-5010; Standard Operating Procedures; accreditation criteria for National Association for the Education of Young Children (NAEYC) and National Afterschool Association (NAA); BGCA standards, and other applicable instructions and regulations. The incumbent assists in the implementation of program policies, regulations, standards, and procedures to ensure the timely implementation of program goals and objectives.

Factor 4. Complexity

The work includes numerous and unrelated processes and procedures concerning the wide variety of activities in a CDC and/or SAC program. The developmental activities are conducted throughout the year. The variety of programs offered requires the incumbent to conduct regular staff planning sessions. The success of the CYP requires ongoing assessments of program and staff development as well as child, youth, and parental needs. Incumbent works and guides staff toward achieving and retaining DoD certification and NAEYC or NAA accreditation. The incumbent provides input to the CYP Director and Training Specialist.

Factor 5. Scope and Effect

The primary purpose of the position is to assist the CDC or Youth Director in the efficient operation and administration of a CDC or SAC program and to implement developmentally appropriate programs for the children and youth served. This contributes to the emotional wellbeing and morale of military and civilian personnel whose children attend the CYP.

Factor 6. Personal Contacts

Personal contacts are with the CDC and Youth Director; CYP Training Specialist; children, youth, and their parents; employees; volunteers and base military and civilian personnel. The incumbent has other contacts with members of the general public, individually or in groups, members of national and local child care organizations, school officials and representatives of local child care organizations, and representatives of local civic volunteer groups.

Factor 7. Purpose of Contacts

Contacts are to facilitate the operation of the program, to ensure smooth implementation of programs and events and to gather new information related to child and youth developmental programming. Contacts with children and their parents are to determine their needs in order to provide and maintain a safe, developmentally appropriate environment. Contacts with employees are to keep apprised of goals and objectives. Contacts with the military community and agencies are to coordinate available activities for the children. Incumbent is, at times, a representative before parent groups, the general public, and local civic volunteer groups.

Factor 8. Physical Demands

The incumbent is required to do considerable walking, standing, bending, stooping, standing, and lifting up to 40 pounds. Activities may require incumbent to drive an automobile (to include driving a government vehicle while transporting children). The majority of the work will be done in the CYP facility; however, the incumbent will be required to participate in field trips. Field trips include a wide variety of activities such as amusement parks, hiking, and canoeing.

Factor 9. Work Environment

The work environment involves everyday risks or discomforts that require normal safety precautions typical of a wide variety of fitness and sports activities, programs and services, such as exposure to disease and injuries from lifting. The work area has adequate light, heat and ventilation. May work an uncommon tour of duty to include evening and weekend work.